

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 12: Foster Family Home Licensing	Effective Date: October 1, 2012
	Section 15: Annual Review	Version: 3

POLICY

[REVISED] The Indiana Department of Child Services (DCS) requires that each licensed foster family home be visited annually by the licensing worker to update household information, complete background checks and determine if the family continues to meet the requirements for licensure.

DCS requires the annual review to be completed each year until relicensure is due. All licensing workers are responsible for tracking the dates when a foster family home annual review is due and when it has been completed.

[NEW] If the licensed foster parent fails to respond to the licensing worker within 90 days from the annual review due date and does not submit a voluntary withdrawal of the license, the licensing worker¹ must recommend revocation of the foster family home license. See separate policy, [12.21 Revocations](#).

Code Reference

1. [IC 31-27-2-5: Monitoring of licensed entities](#)
2. [IC 31-27-4-18: Inspection of foster family homes](#)
3. [IC 31-27-4-19: Records of monitoring activities and inspections](#)

PROCEDURE

[REVISED] Prior to the annual review, the licensing worker will:

1. Notify the foster family at least 90 days in advance of the annual review due date of the requirements and paperwork to be completed;
2. Determine with the foster parents their decision to continue fostering;
3. Provide annual review forms and materials;
4. Schedule a home visit;
5. Review and discuss the content of forms with the foster home and answer any questions;
6. Send the [Licensing Staff Inquiry Regarding Foster Family Home \(SF53214\)](#) to the Family Case Manager (FCM) for each child that has been in the home during that licensed year; and
7. Assist the foster parents with completing forms or documentation, as necessary.

Note: If the annual review is due and the licensed foster family has not completed the requirements, the licensing worker should encourage the family to either proceed with

¹ The licensing worker refers to the DCS Regional Foster Care Specialist (RFCS) or the Licensed Child Placing Agency worker

licensure or voluntarily withdraw their license. See separate policy, [12.26 Withdrawing from the Foster Family Home Program](#).

8. If the licensed foster parent fails to respond or withdraw their license, the licensing worker must recommend revocation to the DCS Local Office Director (LOD). See separate policy, [12.21 Revocations](#).

To evaluate the home and ensure the home continues to meet requirements, the licensing worker will:

1. Conduct a home visit to update information and determine if the family continues to meet the requirements for licensure;
2. Complete the [Resource Family Home Physical Environment Checklist \(SF53186\)](#);
3. Use the [Annual Review Checklist for Foster Family Homes \(SF53154\)](#) to track the receipt of documents and processing of requirements; and
4. Collect the following completed and signed documents and forms:
 - a. Results from the [Water Agreement \(SF54612\)](#), if applicable,
 - b. Verification of completed In-Service Training Requirements. See separate policy, [12.14 In-Service Training Requirements](#),
 - c. [Request for a Child Protection Services \(CPS\) History Check \(SF52802\)](#), on all household members, and
 - d. [Application for Criminal History Background Check \(SF53259\)](#).

Following the annual review home visit, the licensing worker will:

1. Process criminal history checks. See separate policy, [13.9 Conducting Background Checks for Foster Home Licensing](#);
2. Complete the [Annual Report Regarding Resource Family Home \(SF53213\)](#);
3. Complete the [Annual Review Checklist for Foster Family Homes \(SF53154\)](#) and place in the licensing file;
4. Place the licensed foster family home on a Corrective Action Plan if all licensing requirements are not met by the annual licensure date;

Note: If there are safety concerns the home should be placed on probation with a Corrective Action Plan until all licensing requirements are met. No new placements are permitted while the home is on probation. See separate policy, [12.17 Probationary Status](#).

5. Process the annual review update in the Management Gateway For Indiana's Kids (MaGIK).

See separate policies, [12.22 Licensing File Requirements](#) and [12.16 Foster Family Home Relicensure](#).

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

1. [Resource Family Home Physical Environment Checklist \(SF53186\)](#)
2. [Annual Review Checklist for Foster Family Homes \(SF53154\)](#)

3. [Water Agreement \(SF54612\)](#)
4. [Request for a Child Protection Services \(CPS\) History Check \(SF52802\)](#), on all household members
5. [Application for Criminal History Background Check \(SF53259\)](#)
6. [Annual Report Regarding Resource Family Home \(SF53213\)](#)
7. [Licensing Staff Inquiry Regarding Foster Family Home \(SF53214\)](#)
8. [Annual Review Checklist for Foster Family Homes \(SF53154\)](#)

RELATED INFORMATION

N/A